

**Department of Health and Human Services  
National Institute of Environmental Health Sciences  
National Cancer Institute**

**Minutes of the Research Process Subcommittee of the Interagency Breast Cancer and  
Environmental Research Coordinating Committee**

**September 15, 2011**

The Research Process Subcommittee of the Interagency Breast Cancer and Environmental Research Coordinating Committee was convened for a meeting on September 15, 2011 at 2:30 p.m. via webinar. The Chair of the subcommittee is Michael Gould, PhD of the University of Wisconsin.

**Subcommittee Members Present**

Sally Darney, PhD  
Michael Gould, PhD  
Kenneth Portier, PhD  
Gayle Vaday, PhD  
Cheryl Walker, PhD  
Laura Nikolaidis, MS

**NIH Staff Present**

Jennifer Collins, MR  
Nonye Harvey, MPH

**I. Background**

The Interagency Breast Cancer and Environmental Research Coordinating Committee (IBCERCC) is a congressionally mandated body established by the National Institute of Environmental Health Sciences (NIEHS), in collaboration with the National Cancer Institute (NCI). This Committee is comprised of 19 voting members, including representatives of Federal agencies; non-federal scientists, physicians, and other health professionals from clinical, basic, and public health sciences; and advocates for individuals with breast cancer.

The Committee's primary mission is to facilitate the efficient and effective exchange of information on breast cancer research activities among the member agencies, and to advise the NIH and other Federal agencies in the solicitation of proposals for collaborative, multidisciplinary research, including proposals to further evaluate environmental and genomic factors that may be related to the etiology of breast cancer. The Committee serves as a forum and assists in increasing public understanding of the member agencies' activities, programs, policies, and research, and in bringing important matters of interest forward for discussion.

The objectives of the Research Process (RP) Subcommittee of the IBCERCC are integrated and dependent on the objectives and activities of the other Subcommittees of the IBCERCC and include the following: to set research priorities (based on work of the State-of-the-Science Subcommittee), to decrease redundancies across federal and non-governmental organizations, to develop a process for

soliciting research, to foster collaborations (based on the work of the Research Translation, Dissemination, and Policy Implications Subcommittee), to highlight peer review issues, and to identify most appropriate models for agencies to work together.

The IBCERCC RP Subcommittee held its eighth meeting, hosted by NIEHS and the NCI, via webinar on September 15, 2011 beginning at 2:30 p.m. Attendees of the meeting included Subcommittee members and NIH staff. The meeting agenda included progress updates on the funding models, portfolio analysis, and recommendations chapters.

## **II. Discussion**

Michael welcomed everyone to the call. The agenda for the call was as follows:

- Review of minutes – 08.16.11
- Discussion:
  - Current draft of RP materials
  - Presentation by RP on 09.26.11
  - Agenda for RP breakout sessions 09.26 – 09.27.11

No changes were suggested for the minutes from 08.16.11.

Michael asked Jenny to provide an overview of the current draft of the chapters from the subcommittee. She went page by page explaining all of the changes that had been made over the past couple of weeks based on feedback received from the subcommittee members.

The group spent a considerable amount of time discussing which programs, centers, consortia, and collaborations should be featured in section 1.4 of the current draft. Consensus was that the current draft had too many examples. At a minimum, programs specifically used to conduct breast cancer and the environment (BC&E) research should be described, including the Sister Study, the BCERP, and the BCERC. Ultimately, a couple of paragraphs is sufficient for this section.

Laura asked about what the major differences were between the BCERP and BCERC programs. Nonye briefed the group on these differences. Briefly, the BCERP established a formal coordinating center and a Windows of Susceptibility component that are distinct from the puberty studies.

The group also decided that the gaps document will provide a nice piece to start from for this group's work. Parts of the table can also be used when describing and illustrating the proposed research framework.

The group noted that the current version of the document does not have anything regarding the peer review process. This will need to somehow be incorporated.

The group also decided that sections relating to extent of coverage, funding gaps, overlap in funding, benefits of the current models, and constraints of the current models fits well with the conclusion for section 1.5 of the current draft. In addition, the coverage of funding assessment by the committee has to be incorporated into the SOS materials in some way.

The other components of this section including the need for expanded coding, the need for a common framework, fostering interagency programs in BC&E, and evaluating progress belong in the next chapter.

The group discussed possible recommendation including the potential need for an interagency standing committee focused on this area of research. They also discussed ideas to add the collection of environmental samples onto large breast cancer GWA studies.

The group spent the rest of the time discussing the presentations that would be made at the in-person meeting on September 26. Michael will start with a quick overview presentation. Gayle will present the first chapter and Ken will present the second chapter. The group will have a quick webinar to review the presentations next week and will also continue to circulate drafts.

Michael asked Jenny to update the draft document to reflect the discussion. She agreed and suggested breaking into two documents and also creating a separate document to begin compiling appendices. The group decided to refer to the chapters as RP-1 and RP-2 to prevent confusion at the meeting.

Jenny will send RP-2 to Ken for his editing. He will send back out to the group.

### **III. Action Items**

- Ken and Gayle will present progress on the first two chapters at the meeting. Michael will start with some opening remarks that will cover what the group has been doing since the last meeting. They will prepare a PowerPoint and present it to the group during brief webinar next week.
- Jenny will edit the existing draft document and sent it out to the group for editing ahead of the call next week.
- Ken will make further edits to RP-2 and send back to the group.

### **IV. Adjournment**

The meeting was adjourned at 4:10 p.m. on September 15, 2011.

### **CERTIFICATION**

I hereby certify that, to the best of my knowledge, the foregoing minutes and attachments are accurate and complete.

/Michael Gould/

Michael Gould, PhD

Chairperson

Research Process Subcommittee

Interagency Breast Cancer & Environmental Research Coordinating Committee

/Gwen W. Collman/

Gwen W. Collman, PhD

Executive Secretary

Research Process Subcommittee

Interagency Breast Cancer & Environmental Research Coordinating Committee

Proper signatures

Treat as signed, § 1.4(d)(2)